



Polk County Defense
Attorney User Manual

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Overview

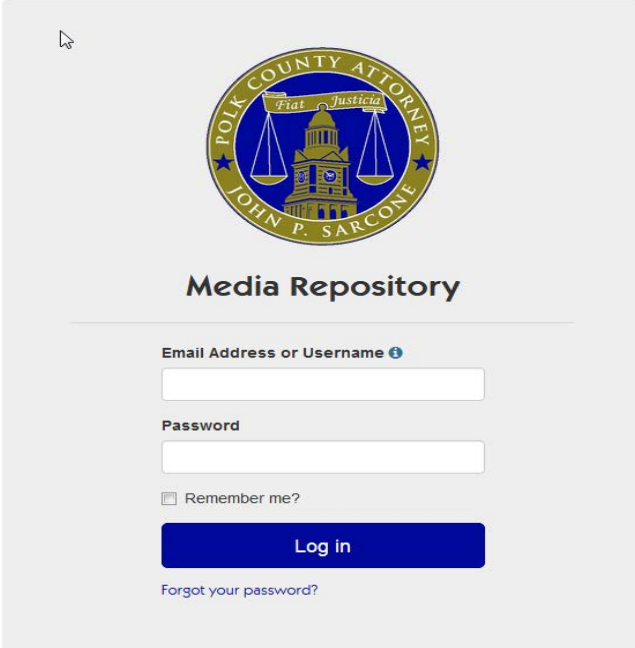
The new Defense Attorney Repository application provides a method for the Defense Attorney staff to access case evidence shared by County attorneys. Defense attorneys will be responsible for downloading the case evidence themselves.

URL


Link to the production application is:

<https://apps.polkcountyiowa.gov/AttorneyRepository/Account/Login>

Application Login



Media Repository



Email Address or Username 

Password

Remember me?

Log in

[Forgot your password?](#)

-  If you are an Internal User, log in using your Active Directory credentials.
-  If you are an External User, log in using your complete email address and the password which you set up.

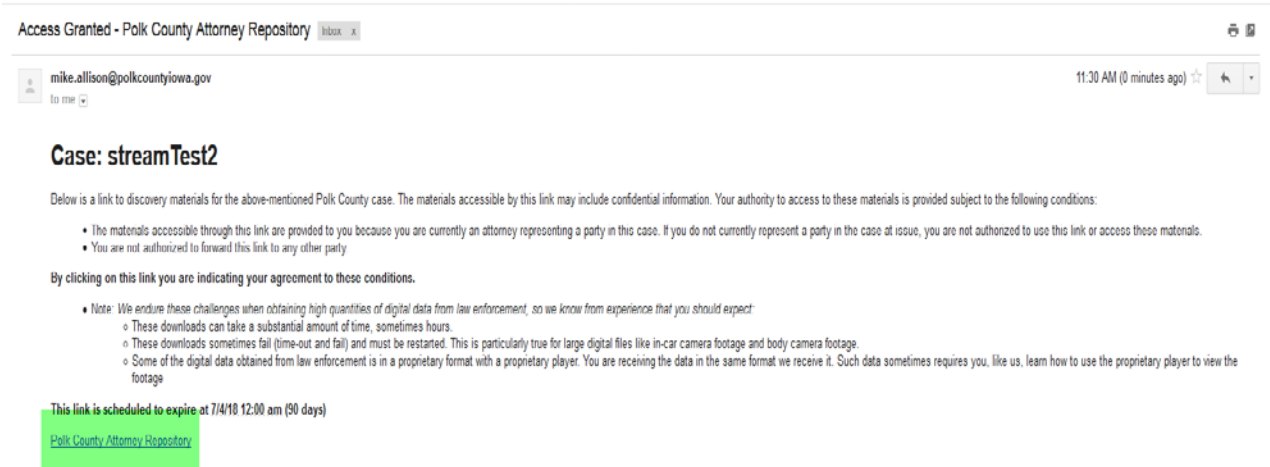
Defense Attorneys and their staff must log in using the email address, which the invitation was sent to and the password they set for themselves



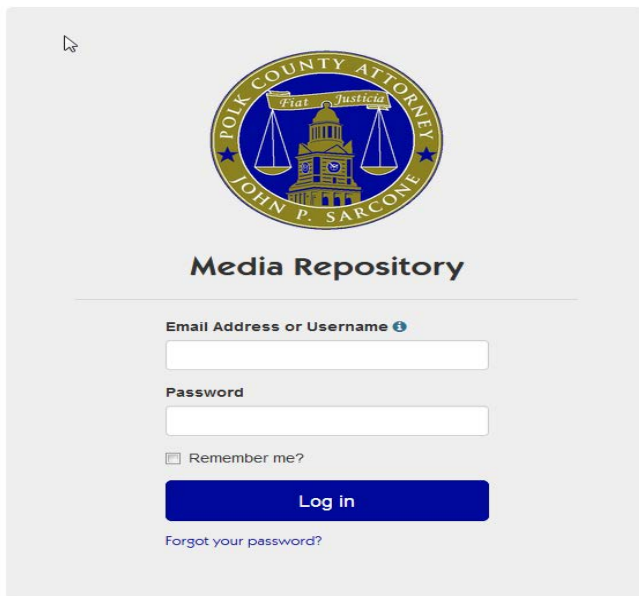
Access to Polk County Repository.

As a Defense Attorney to gain an access to Polk County Repository

- Contact the Polk County Attorney that you are dealing with or his legal assistant
- Legal Assistance with grant access to Defense Attorney by sending a grant access e-mail



- Click on Polk County Attorney Repository (Link highlighted in green), which will take you to the login screen.
- Enter email and password to view the file requested for.





ⓘ If you are an Internal User, log in using your Active Directory credentials.
 ⓘ If you are an External User, log in using your complete email address and the password which you set up.



File Download

- Select the file to download.

Browse Media

Download Selected  Search 

<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> None	File Name	File Type	Size	Created	Expiration
<input checked="" type="checkbox"/> Select	1234567890 Mandatory	folder	≈ 24.0 bytes	1/30/18 1:35 pm	
<input checked="" type="checkbox"/> Select	Folder 1999	folder	≈ 0 bytes	1/3/18 2:36 pm	
<input checked="" type="checkbox"/> Select	Folder 1998	folder	≈ 0 bytes	1/3/18 2:36 pm	
<input checked="" type="checkbox"/> Select	Folder 1996	folder	≈ 0 bytes	1/3/18 2:36 pm	
<input checked="" type="checkbox"/> Select	Folder 1997	folder	≈ 0 bytes	1/3/18 2:36 pm	

- Once file is, selected Defense Attorney will accept “Reciprocal Discovery Terms.”



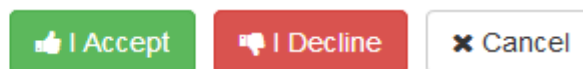
Reciprocal Discovery Terms


[If this is a criminal case, these materials are being provided as if disclosure was ordered by the court under Iowa Rule of Criminal Procedure 2.14((2)(b) and, in turn, the state is entitled to reciprocal discovery as set out in Iowa Rule of Criminal Procedure 2.14(3).]

The materials obtained from this link will not be re-distributed except:

- In compliance with Iowa Code Section 232.147 (which restricts disclosure of juvenile court records)
- Subject to objection, the materials may be used at trial.
- These materials may be displayed to your client, and in criminal cases, other members of the defense team including any defense investigators or experts.
- Copies of these materials may be disseminated only to your client and other members of the defense team who have signed a written agreement that they will not re-disclose the materials.
- Additional discovery materials may be added to this digital folder. It is your responsibility to review this file for additional materials.

By clicking "I accept" you are indicating your agreement to these conditions.

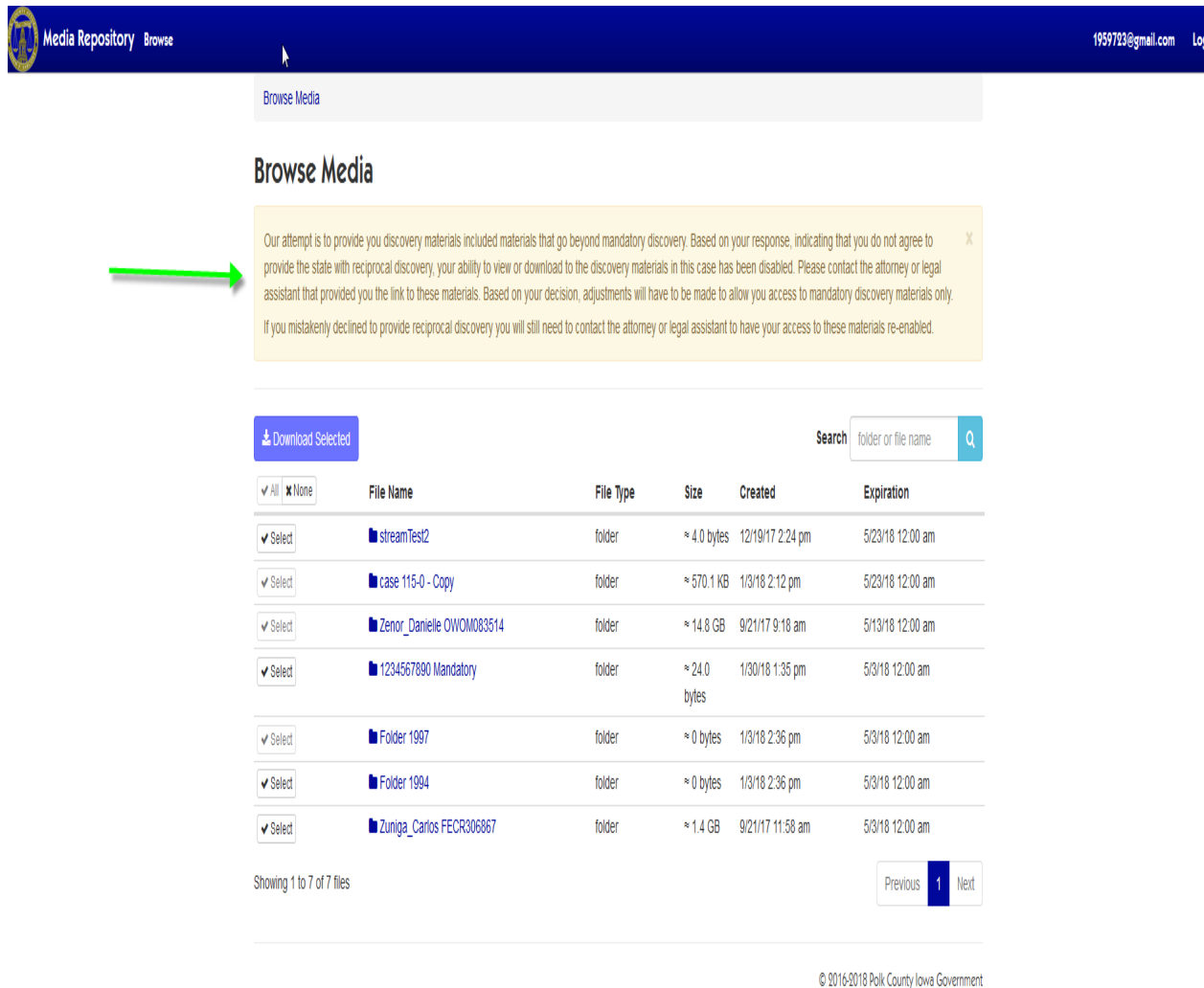


- At this point, you can “ All” the data for a case or you can download individual files of evidence by clicking on



Decline Reciprocal Discovery Terms

- If Defense Attorney declines the “Reciprocal Discovery Terms” they will will have to contact the “Legal Assistant” to grant access again.



The screenshot shows the Media Repository interface. At the top, there is a navigation bar with the logo and the text "Media Repository Browse" on the left, and the email address "1959723@gmail.com" and a "Log" link on the right. Below the navigation bar, there is a "Browse Media" button. The main heading is "Browse Media". A yellow message box with a green arrow pointing to it contains the following text: "Our attempt is to provide you discovery materials included materials that go beyond mandatory discovery. Based on your response, indicating that you do not agree to provide the state with reciprocal discovery, your ability to view or download to the discovery materials in this case has been disabled. Please contact the attorney or legal assistant that provided you the link to these materials. Based on your decision, adjustments will have to be made to allow you access to mandatory discovery materials only. If you mistakenly declined to provide reciprocal discovery you will still need to contact the attorney or legal assistant to have your access to these materials re-enabled." Below the message box, there is a "Download Selected" button and a search bar with the placeholder text "Search folder or file name". A table lists the files with columns for "File Name", "File Type", "Size", "Created", and "Expiration". The table contains 7 rows of data. At the bottom of the table, it says "Showing 1 to 7 of 7 files" and there are "Previous", "1", and "Next" navigation buttons. The footer of the page contains the copyright notice "© 2016-2018 Polk County Iowa Government".

Media Repository Browse 1959723@gmail.com Log

Browse Media

Browse Media

Our attempt is to provide you discovery materials included materials that go beyond mandatory discovery. Based on your response, indicating that you do not agree to provide the state with reciprocal discovery, your ability to view or download to the discovery materials in this case has been disabled. Please contact the attorney or legal assistant that provided you the link to these materials. Based on your decision, adjustments will have to be made to allow you access to mandatory discovery materials only. If you mistakenly declined to provide reciprocal discovery you will still need to contact the attorney or legal assistant to have your access to these materials re-enabled.

Download Selected Search folder or file name

<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> None	File Name	File Type	Size	Created	Expiration
<input checked="" type="checkbox"/> Select	streamTest2	folder	≈ 4.0 bytes	12/19/17 2:24 pm	5/23/18 12:00 am
<input checked="" type="checkbox"/> Select	case 115-0 - Copy	folder	≈ 570.1 KB	1/3/18 2:12 pm	5/23/18 12:00 am
<input checked="" type="checkbox"/> Select	Zenor_Danielle OWOM083514	folder	≈ 14.8 GB	9/21/17 9:18 am	5/13/18 12:00 am
<input checked="" type="checkbox"/> Select	1234567890 Mandatory	folder	≈ 24.0 bytes	1/30/18 1:35 pm	5/3/18 12:00 am
<input checked="" type="checkbox"/> Select	Folder 1997	folder	≈ 0 bytes	1/3/18 2:36 pm	5/3/18 12:00 am
<input checked="" type="checkbox"/> Select	Folder 1994	folder	≈ 0 bytes	1/3/18 2:36 pm	5/3/18 12:00 am
<input checked="" type="checkbox"/> Select	Zuniga_Carlos FECR306867	folder	≈ 1.4 GB	9/21/17 11:58 am	5/3/18 12:00 am

Showing 1 to 7 of 7 files Previous 1 Next

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Tips

The below mentioned instructions are for changing power modes for when computers go to sleep or hibernate for Windows 7 and 10.

These instructions do not cover all possible issues, ie. Connection type, bios settings, Admin privileges, etc. that could cause a very large download to fail.

Prevent Windows 7 from entering sleep mode while a download is in progress.

Option 1:

- Open Device Manager by clicking the Start button, clicking **Control Panel**, clicking **System and Security**, and then, under **System**, clicking **Device Manager**.

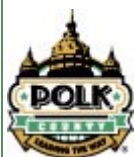
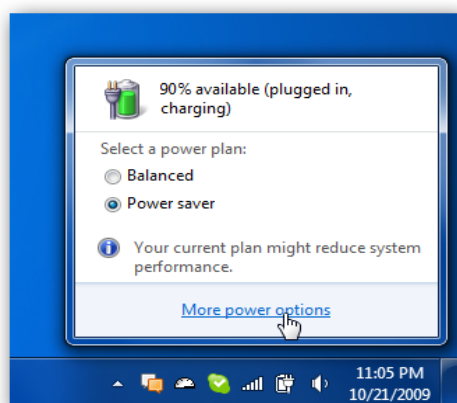
If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

- In the list of hardware categories, go to network **card**, and then double-click the device name.
- Click the Power **Management** tab and then clear the **Allow this device to wake the computer** check box.
- Click **OK**.

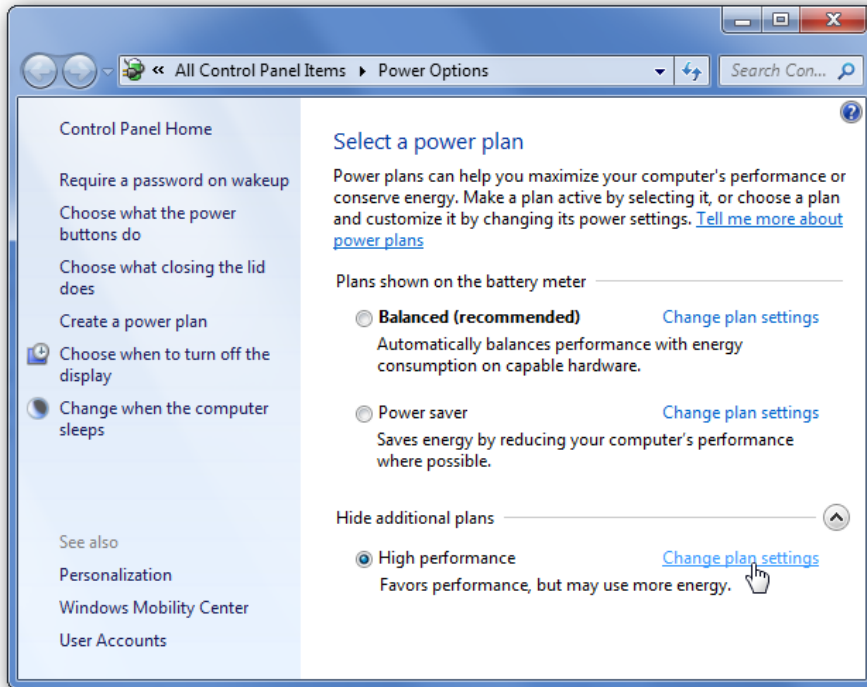
Option 2:

Follow these steps to prevent automatic screen turnoff in windows 7.

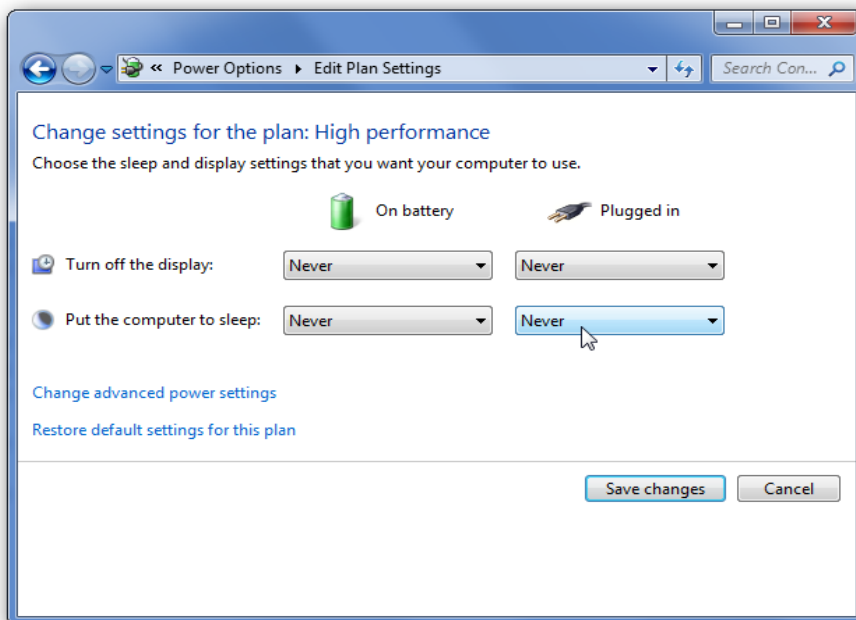
- Click on the power icon in the system tray (beside clock), and open up the More power options:



- Under the “Additional plans” section, select High Performance, then “Change plan settings”:



- Change everything to “Never”.



- Click on save changes button.



Option 3:

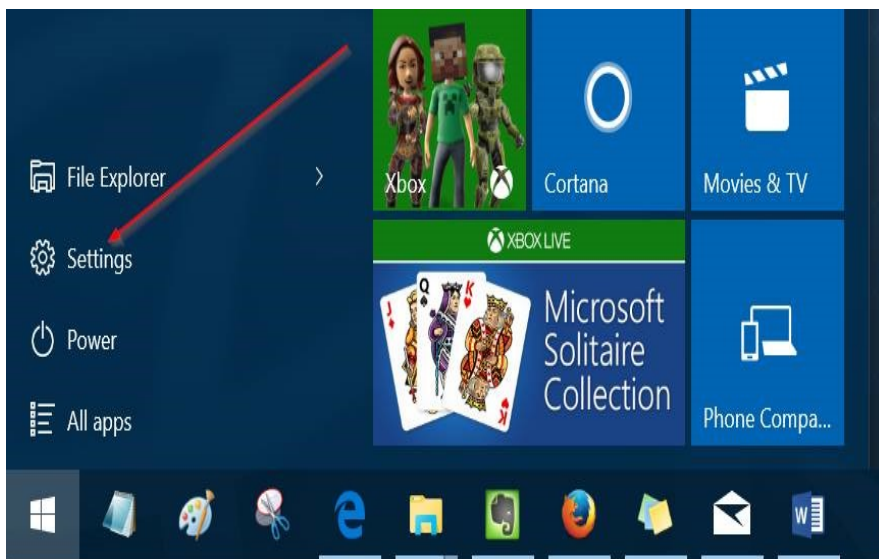
Another option is to play music in Windows Media Player, set WMP to prevent the screen saver and it won't go to sleep either. If you don't like the music you can mute it but it'll still keep your system up without changing system-wide settings.

Follow the given below instructions to enable or disable sleep mode in Windows 10.

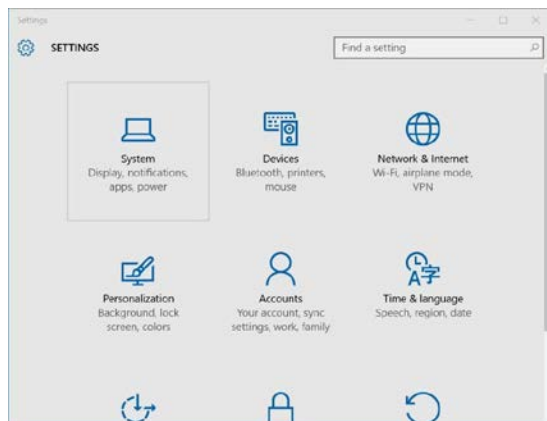
Option 1

Enable or disable sleep mode

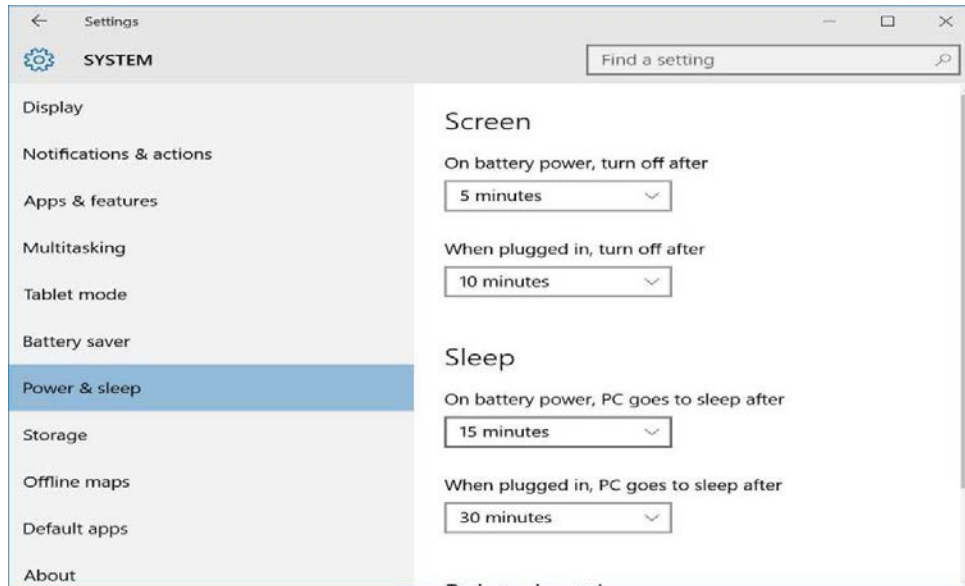
Step 1: Open **Settings app**. To do so, click on the Settings app icon on the Start menu or simultaneously press Windows and I keys.



Step 2: Click the first option titled **System**.



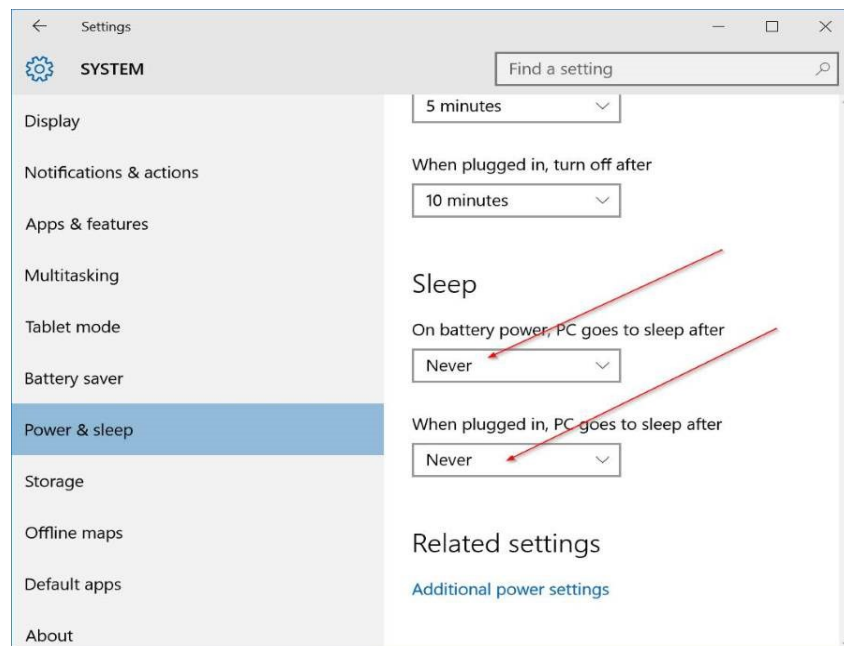
Step 3: On the resulting page, click **Power & Sleep**.



Step 4: Now, under Sleep section, you will see two options:

On battery power, PC goes to sleep after

When plugged in, PC goes to sleep after

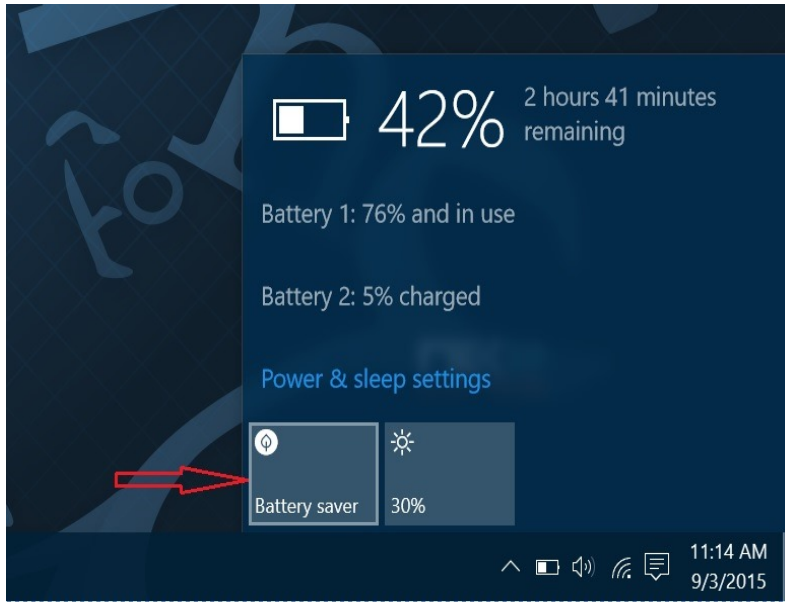


For both options, expand the drop-down menu and select Never. That is it! Your PC will never go to sleep mode again. Here, as you can see in the above picture, you can configure how long Windows 10 should wait before putting the computer to sleep mode.

Note that changes made to the sleep mode will apply to the current power plan only. To make changes to other power plans, switch to the other power plan by clicking the battery icon in the system tray and then



click on the current power plan tile (as shown in the following image) to switch between all available power plans.

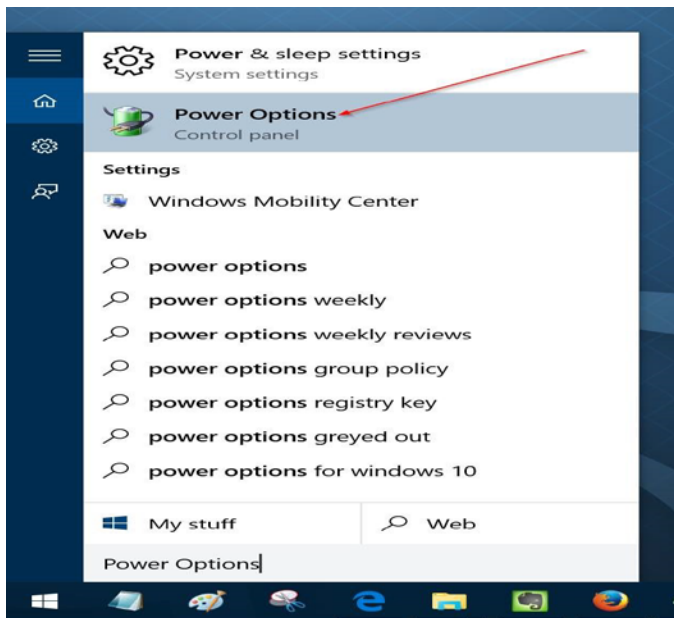


Once a different power plan is selected, repeat above-mentioned steps to configure or disable sleep mode for that plan.

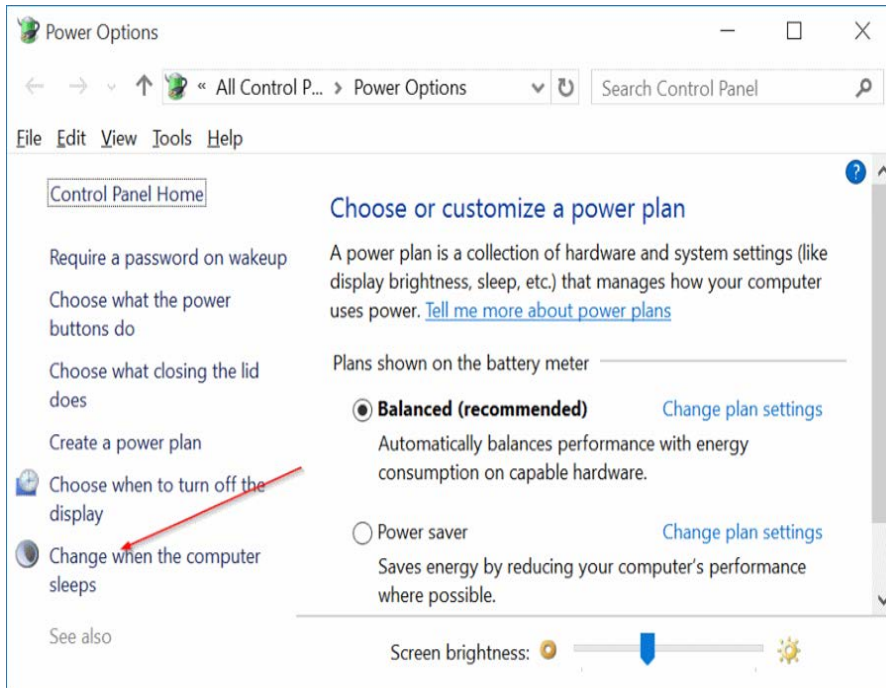
Method 2

Another way to make your Windows 10 PC never sleep

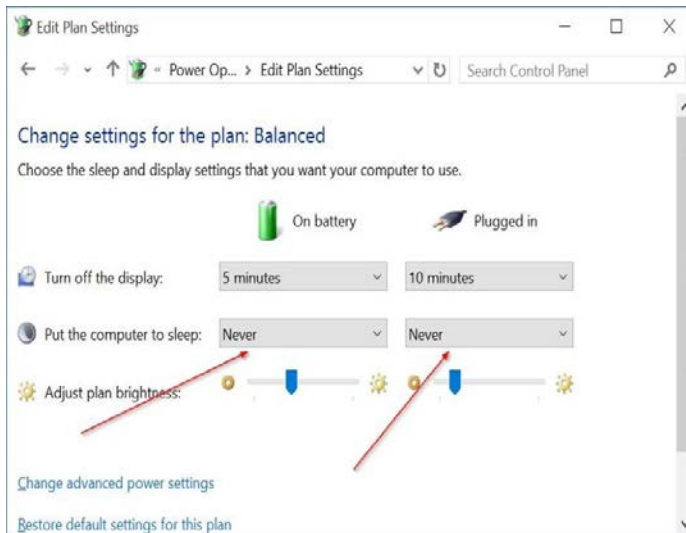
Step 1: Type **Power Options** in the Start menu or taskbar search box and then press Enter to open the classic Power Options window.



Step 2: On the left-pane, click **Change when the computer sleeps** link to open Edit plan settings window.



Step 3: Here, in the drop-down menus next to Put the computer to sleep select **Never** for on **battery** and **Plugged in**. Click **Save changes** button.



Note that, instead of selecting Never, selecting any other number will enable the sleep mode in Windows 10.

IMPORTANT: You need to repeat the above-mentioned steps for all power plans. That is, if you have disabled sleep mode for Power Saver plan, you will need to do the same for Balanced and other plans (if you have created) to avoid Windows 10 putting your PC into the sleep mode while on these power plans.



Feedback

Even after going through the above-mentioned step if there is an issue with download, please provide with following details.

- Location / address. Eg 111 court avenue Room 373
- Internet service provider. Eg Mediacom
- Internet speed (Speed test). Go to <http://www.speedtest.net> to check the internet speed
- Memory on the computers (on an average). If there is not enough memory on the computer that could be one of the issue.
- Trying to VPN in (yes/no)
- Where are defense attorney getting their IT support?

